

## **Office Nurse Liaison**

Under the general supervision of the Clinical Manager or the designee, assesses, plans, implements, coordinates, monitors and evaluates options and services required to meet the needs of patients to promote quality cost-effective care by providing assistance to the nurses and therapists. Ensures that specific outcomes are achieved and that variances from established and accepted parameters are evaluated and addressed as necessary. The Office Nurse Liaison is knowledgeable in community health nursing and rehabilitation concepts and is able to work independently as well as communicate effectively with patients, staff and physicians.

### **Minimum Qualifications**

1. Working knowledge of health care financial systems.
2. Knowledge of psychosocial, environmental, family, economic, religious dynamics that can impact clients.
3. Current license to practice as a registered nurse in the State of Hawaii.
4. Minimum five years experience in health care as a Registered Nurse.
5. Current Basic Life Support CPR certification and TB clearance.
6. Associate Degree in Nursing.

### **Preferred Qualifications**

1. Experience in a Medicare Certified home health agency or physician's office.
2. Proficiency in Microsoft Office, Excel and Word to produce documents and spreadsheets.
3. Home care experience.
4. Experience with computerized documentation.
5. Bachelor of Science degree in Nursing.